

## **REINVESTMENT COORDINATOR**

### **DEFINITION:**

Under general direction, to coordinate public and private reinvestment policies and programs; to increase the supply of housing for low and moderate income households; and to perform related work.

### **DISTINGUISHING CHARACTERISTICS:**

This is a one-position class in the Housing and Community Development Department. The incumbent receives direction not only from the Housing and Community Development Director, but also from the Chief Administrative Officer and the Joint City/County Reinvestment Task Force for whom the incumbent provides staff assistance.

### **EXAMPLES OF DUTIES:**

Provides staff assistance to the Reinvestment Task Force and implements the Task Force recommendations; works with public and private agencies toward establishing a Housing Development Agency to coordinate City and County Housing Programs; coordinates efforts to stimulate private industry and investment in the development of low cost housing; works with lenders to establish a "mortgage assistance pool" to assist low and moderate income persons to obtain funding for home ownership; works with lenders and developers in devising incentives to encourage development of low cost housing such as long term leases of land, tax moratoriums, incentive zoning and processing subdivisions, maps and permits; develops a plan to coordinate public reinvestment of monies to decrease housing deterioration and increase availability; monitors public and private reinvestment policies and strategies; assures that governmental policies do not adversely affect reinvestment strategies; provides liaison with realtors, lenders and developers; ensures that reinvestment activities do not adversely affect neighborhood groups or individuals; coordinates reinvestment activities and social services development and delivery in target areas; refines and designs operating strategies of the Reinvestment Model for economic, physical and social revitalization of neighborhoods; coordinates the efforts of various County departments in the delivery of County services within the target neutralization areas; provides liaison with the Treasurer/Tax Collector and the Retirement Board to encourage investments, which will stimulate local economic development; identifies and pursues various available funding sources in the development of low cost housing and economic development; supervises assigned professional staff of the Housing and Community Development Department; and represents the Housing and Community Development Director in his or her absence.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Federal, state and local legislation, organizations and programs related to housing and community development activities of both the public sector and the private sector.
- Public and private reinvestment and revitalization objectives, strategies, policies, and procedures.
- Funding sources for economic, physical and social revitalization of neighborhoods.
- Public and private sector residential financing principles and practices.
- Principles of planning, managing and presenting complex interdisciplinary projects and proposals.
- The General Management System in principle and in practice.

**Skills and Abilities to:**

- Communicate effectively in written correspondence, public presentations and group discussions.
- Research complex projects and proposals.
- Analyze and interpret financial, social data and legislation.
- Analyze complex problems logically and identify solutions.
- Plan and coordinate multidisciplinary work efforts.
- Supervise professional staff.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience, which would likely demonstrate the knowledge, skills and abilities stated above. An example of qualifying experience is: progressively responsible professional planning and managerial work in a large governmental organization devoted to revitalization of communities through public and private reinvestment in housing and community development.